

**KING COUNTY, WASHINGTON
EMERGENCY MANAGEMENT PLAN
BASIC PLAN-2003**

I. INTRODUCTION

A. MISSION

In the event of natural or technological disasters, it is the policy of the government of King County to provide the emergency organization and resources to minimize loss of life, protect public property, the economy, and the environment, in unincorporated King County. Additionally, King County will provide support to other cities and special purpose districts within King County if resources are available.

B. Purpose:

This plan will facilitate restoration of basic county government operations and services following disasters as defined in the King County Hazards Identification and Vulnerability Analysis (HIVA). This Basic Plan will establish appropriate governmental responsibilities to respond and recover from emergencies and disasters.

C. Scope:

This plan is applicable to the government organization of King County including the executive, legislative, and judicial branches. Due to the size and complexity of King County, the plan has a direct service application to unincorporated residents and regional service application to incorporated jurisdictions (cities and towns), and special purpose jurisdictions (fire, water and sewer, school, hospital, flood, drainage districts, and Port of Seattle). Indian Tribes in King County as separate political entities, may be assisted if resources are available. This plan details emergency management responsibilities of County government and selected agencies and speaks to what those organizations can and cannot provide. The King County Office of Emergency Management (OEM) will maintain, publish and distribute this basic plan and emergency support functions (ESFs), as needed.

D. Organization:

Protection of life and public property, public safety and health, are the primary concerns of King County Government. Incorporated jurisdictions will perform emergency management functions within their jurisdictional boundaries as mandated by RCW 38.52.070 Local government may conduct such functions outside such territorial limits as may be required pursuant to RCW 38.52 as amended, and current resolutions, ordinances, and mutual aid agreements. Although special purpose jurisdictions are not mandated under RCW 38.52 to provide emergency management planning or services, King County recommends that each jurisdiction provide itself with appropriate mitigation, preparedness, response and recovery planning and capabilities.

II. POLICIES

A. Authorities

This plan is developed under the following local, state and federal statutes and regulations:

The King County Charter, and County Code 1.28, 2.16, 2.56, 12.52,

Revised Code of Washington (RCW) 36.40, 38.52 and 39.34,

Washington Administrative Codes 118.04, 118.30, and 296-62-3112,

Public Law 93-288, The Disaster Relief Act of 1974, as amended,

Public Law 920, Federal Civil Defense Act of 1950, as amended,

Public Law 96-342, Improved Civil Defense Act of 1980,

Title III, Superfund Amendments and Re-authorization Act of 1986. (changed to
Emergency Planning, Community Right to Know Act)

USFWS and NMFS Endangered Species Act Section 7

B. Assignment of Responsibilities

King County Government has the primary responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated King County.

Municipal governments and special purpose districts are responsible for providing such services within their jurisdictions, except where contracts or agreements with the County are in place for such services.

The Executive will respond with County resources to requests for assistance from cities and special purpose districts when lives or public property are at stake. The Executive may choose to invoke the emergency powers granted to him/her under King County Code Chapter 12.52.

C. Limitations

No guarantee of a perfect response system is expressed or implied by this plan or any of its Appendices, Emergency Support Functions (ESFs), Implementing Instructions, or Procedures. Since King County Government assets and systems are vulnerable to natural and technological disaster events, they may be overwhelmed. King County can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

In the event of severe devastation throughout the Puget Sound Region and/or county, fundamental resources such as water, food, first aid supplies, utilities, fuels, shelter and

sanitation supplies and basic survival supplies may be needed. King County does not have sufficient supplies and equipment on hand for long-term use.

The arrival of state and/or federal assistance may be delayed for several days after the occurrence.

Washington State Law prevents local jurisdictions from performing nuclear attack planning.

The disaster response and relief activities of County Government may be limited by:

Inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources.

Lack of police, fire, emergency medical, public works, water supply and regional transportation and sewage treatment services response, due to damage to facilities, equipment and shortages of personnel.

The shortage of critical drugs and medicines at medical facilities due to reduced emergency storage capacities.

The shortage of trained response personnel and equipment to respond to requests for assistance for fire, emergency medical, police, public works, and hazardous materials releases. The impact of these shortages may be felt immediately because of increased need and the necessity for twenty-four hour operations sustained over long periods of time.

Damage to lifelines such as road, rail, air transportation routes, seaport terminals, utilities, petroleum pipelines, and communications networks. Normal distribution of resources may be curtailed or reduced, impacting on the social and economic infrastructure of the County.

Damage to responder communications by equipment damage or overloading of landline and cellular telephone lines into 911 centers.

Large movements of people as refugees into King County will stress all resource systems, particularly shelter, food, water and medical.

The public fallout shelter program designed in the 1950s has been terminated by the Federal Government. Population changes and space management changes in previously identified buildings that housed shelters have made the majority of shelters non-functional or obsolete. Additionally, the majority of the population resides in residential areas outside the city centers, in homes which provide little or no protection against nuclear, biological, and chemical weapons or munitions effects.

III. SITUATION

A. Disaster Conditions and Hazards

Because of its location on the western slope of the Cascade Mountains and the eastern shore of the Puget Sound, King County is vulnerable to the effects of natural, and technological, hazards. Natural hazards are defined as events that are caused by nature, and include earthquakes, tsunamis and seiches, volcanic activity, floods, severe weather events, forest fires, and landslides. Technological hazards are defined as events that are caused by people and refer to transportation accidents, hazardous materials releases, riots, dam failures, aircraft crashes, urban fires, and resource shortages in utilities, communications, food or energy products. Additionally, technological hazards include threats of terrorism both from domestic and foreign sources. A risk analysis of the county has been conducted utilizing the Federal Emergency Management Agency's "Capability and Hazard Identification Program (CHIP) for local jurisdictions", the "State of Washington Hazard Identification and Vulnerability Assessment (HIVA) dated April 2001 and the King County HIVA.

B. Planning Assumptions

Special purpose jurisdictions (fire, school, drainage, water and sewer, hospital, flood control districts, Port of Seattle), and Indian tribes, will develop mitigation, preparedness, response and recovery planning and capabilities for their own jurisdictions.

The Executive may respond with County resources to requests for assistance from cities and special purpose districts when lives or public property are at stake, and resources permit. The Executive may choose to invoke the emergency powers granted to him/her under King County Code Chapter 12.52.

King County uses a mix of landline and cellular telephone systems as well as several radio systems (including the countywide 800 MHz trunked radio system and the transit radio system) to meet its primary communications needs. Communications may be a problem in any major emergency or disaster as these systems get loaded beyond their designed capacities.

Emergency plans and procedures have been prepared by those emergency response agencies having primary operational responsibilities. They are evaluated and updated as needed.

Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.

King County will be unable to satisfy all emergency resource requests during a major emergency or disaster.

King County residents, businesses and industry will have to utilize their own resources and be self-sufficient following a disaster event for a *minimum* of three days and most likely, much longer. Priority of response will be to life safety, protection of public property, the economy and the environment. Re-establishment of government functions and basic

infrastructure (utilities, transportation, economy) will be critical to returning to a “normal” situation.

Incorporated jurisdictions (cities & towns), in King County will comply with the intent of RCW 38.52 and as a minimum will plan to:

Establish procedures to ensure effective continuity of government and its functions.

Establish a formal emergency management organization with facilities and promulgated by appropriate local ordinances.

Prepare plans and procedures by incorporating the four phases of emergency management, and maintain an emergency management program.

A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the County’s economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.

Due to transportation limitations, disaster response services and supporting resources will be those locally available for the initial three days or more after the occurrence.

Emergency medical facilities will be overloaded and a shortage of supplies will exist.

Communications systems may be overloaded and may suffer physical disruption and loss of staff.

Shortages of emergency response personnel will exist, creating the need for auxiliary fire, police, search and rescue, emergency medical, transit and public works personnel. Private sector support will be needed to augment government disaster response and recovery efforts.

Technological disasters may occur at any time. The initial response to these incidents will be by the normal emergency responders (fire, police, emergency medical, and public works). Specialized training in hazardous materials response is given to a small number of selected response teams that may be overloaded by multiple events. Disasters occurring near or across jurisdictional borders will require multi-jurisdictional coordination, communications and/or response.

Continuing terrorist attacks upon the U. S. is considered possible. Although specific attack objectives cannot be predicted with assurance, it is assumed that military and governmental centers, concentrations of industry and population, will be principal targets. In acts of terrorism it is unlikely that warning will be issued. The first terrorist event may serve to warn other areas.

IV. CONCEPT OF OPERATIONS

A. General

King County Office of Emergency Management and Emergency Coordination Center (ECC) is the focal point of the emergency management organization in King County Government (figure 1). Prior to a disaster, mitigation and preparedness activities are the responsibility of each county department and supporting agency. During emergency and disaster events, the King County ECC will include all County department representatives as needed, and selected representatives of other support agencies within the County. Those support agencies consist of volunteer organizations like the American Red Cross and Salvation Army; incorporated city's fire, police and public works organizations; special purpose districts and utilities. During large events, liaison personnel from selected cities, Washington State and Federal Agencies may be in the ECC.

B. Emergency Management Concepts

Protection of human life, public property, the economy and environment, are the primary concerns of County government. Local governments are mandated by law, and special purpose jurisdictions are advised to perform emergency management functions within their jurisdictional boundaries. Local government may conduct such functions outside such territorial limits as may be required pursuant to RCW 38.52 as amended, and current resolutions, ordinances, and mutual aid agreements.

Normal, day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.

The government of King County, and its employees augmented by trained reserves, volunteers and appointed emergency management officials, will take all possible action to respond to the effects of a disaster and expedite response and recovery. Top priority will be the preservation of human life.

The elected and appointed county officials, departments and offices of the county, and supporting organizations, agencies, or individuals, will retain their identity and autonomy but will function under this plan as an emergency organization under the direction of the County Executive. The essential activities of the emergency organization will be coordinated through the King County Emergency Coordination Center (ECC). Emergency operations will be conducted on a 24-hour basis, as required.

The chief official of each county government department and office is responsible for providing qualified and trained personnel to the ECC and to their respective organizations to carry out essential activities assigned.

Department plans and procedures will be used by supervisors and employees when carrying out essential activities necessary to the accomplishment of responsibilities assigned to county government offices and departments.

Other governmental entities within the county are responsible for ensuring effective operations and using all available resources including mutual aid, to manage the emergency within their respective jurisdictions, prior to requesting assistance from King County government.

County government will use all locally available resources before requesting assistance from state government.

All public information disseminated to the news media on county government emergency operations and emergency services by county departments, offices, and elected or appointed officials, will be released only with the approval of the County Joint Information Center (JIC) to ensure release of compatible and accurate information.

When mutual aid is requested, the responsible requesting organization will be in charge unless the specific mutual aid agreements direct otherwise.

C. Direction and Control

The County Administrative Officer of King County is the Director of Emergency Management. The King County ECC is the focal point for emergency management activities (see Appendix 1).

D. Emergency Operations Facilities

The primary King County ECC is located at 3511 NE 2nd Street, Renton, zip 98056. Alternate ECC locations will be utilized if necessary and determined by the size, severity and damage levels of disaster events

E. Resource Prioritization Strategy and Concept

Following a disaster, the King County ECC will coordinate resources to support County operational departments and unincorporated King County. The resource prioritization concept is to “do the most good for the most people”. Incorporated jurisdictions are responsible for their own resource management, in accordance with RCW 38.52. Special purpose districts are responsible for their own emergency response plans and resources. If the disaster is multijurisdictional in nature, King County ECC will assist if possible, affected jurisdictions that have legally proclaimed a disaster. Assistance will be with resource mobilization, using mutual aid, public and private sector resources to include local, state, and federal assets (see ESF-7 Resources).

The King County ECC will prioritize resource acquisition based on the following criteria:

- Provide warning and support evacuations
- Support dissemination of emergency public information
- Reestablish communications to assist response actions

- Reestablish access to impacted areas & facilities
- Establishment of search & rescue operations, transport of victims, and medical care
- Support Mass Care operations including food, water, shelter
- Restoration of critical infrastructure
- Protection of public property and the environment
- Initiation of short and long-term recovery programs

F. Mitigation & Preparedness Activities

All elements of King County Government will ensure that personnel, property and equipment are protected from the effects of disasters by complying with Paragraph V c of this Basic Plan.

G. Response & Recovery Activities:

All response and recovery activities are detailed in department/division procedures and SOPs, and appropriate state and federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the ECC, is guided by the Information and Planning Standard Operating Procedures.

V. RESPONSIBILITIES

A. Role of the Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the Federal Response Plan to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters. Further responsibilities are detailed in ESF-20.

B. Role of Washington State Government

Washington State, through its Comprehensive Emergency Management Plan (CEMP), and Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

C. Role of King County Government

The following are basic responsibilities for emergency management operations provided by and through King County Government. Detailed responsibilities, and essential activities are found in the appropriate emergency support functions (ESFs), and appendices to this document. Department level operating procedures detail how individual departments shall perform their responsibilities as delineated in this basic plan, ESF's and appendices.

King County Government has the responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated King County, and a regional (county-wide) responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions.

Municipal governments are responsible for providing mitigation, preparedness, response, and recovery within their jurisdictions, except where contracts or agreements with the County are in place for such services.

Various response agencies are responsible for their own different communications systems.

Each department in King County government has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response and recovery.

All King County Departments (including judicial & legislative organizations) shall:

Ensure that all employee work areas are safe, clear of equipment, and supplies, that may compromise access/egress routes, and that no equipment or supplies can injure employees.

Participate in emergency management training, drills and exercises to test County plans and procedures.

Train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.

Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).

Ensure that adequate disaster supplies and equipment are available for department staff.

When appropriate, develop mutual support agreements with other "like" departments or organizations in other jurisdictions.

Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.

Provide department resources (supplies, equipment, services, personnel), as coordinated through the ECC.

Develop procedures to document all costs of disaster response and recovery.

Ensure compliance with U.S. Fish and Wildlife Service (USFWS), and National Marine Fisheries Service (NMFS) Endangered Species Act Section 7, when responding during an emergency. Specific requirements are found in the “Emergency Response Guidance Document” dtd June 27, 2000, written by Office of the King County Executive ESA Policy Coordination Office.

The County Executive shall:

Formulate major policy decisions.

Preserve the continuity of the executive branch of county government.

Warn the public.

Inform the public.

Coordinate emergency operations and provide liaison, as required.

Coordinate and manage the use of all available resources.

Make emergency proclamations when needed.

Request Mutual Aid when needed.

Request support from the Emergency Management Division of the Washington State Military Department.

Direct the implementation of emergency response and recovery plans.

Manage and coordinate the Joint Information Center (JIC).

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

The County Council shall:

Provide for continuity of the County Council in order to continue legislative duties.

Pass ordinances and motions pursuant to emergency proclamations; and appropriate revenue and expenditures as needed for disaster mitigation, preparedness, response and recovery.

Conduct public meetings and actions to assist in reassuring and informing the public, and identify public needs.

Provide for auditing of the emergency financial operations of county government and for emergency performance audits.

Assist in public information and the dissemination of emergency information through County Council offices, coordinated with Emergency Coordination Center, Joint Information Center, and Public Information Officers of affected jurisdictions.

Direct citizen's requests for assistance to appropriate governmental agencies.

Provide public information officers, Civic Television personnel, or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Re-establish council operations.

Provide resources (supplies, equipment, services, personnel), as coordinated through the ECC.

Support response and recovery activities as required.

Assessor, Department of Assessments, shall:

Coordinate and compile essential damage assessment information for County government and other County jurisdictions as requested.

Assess property damage and provide assessments to the Executive, and Emergency Coordination Center (ECC).

Provide information to the Office of Emergency Management for damage assessment reports.

Assist in the preparation of public information on property damage.

Provide department resources (supplies, equipment, services, personnel), as coordinated through the ECC.

Report to the ECC any damage of department occupied facilities, equipment, or resources.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Provide representatives to the Emergency Coordination Center when required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

The King County Prosecuting Attorney shall:

Advise county government officials on legal matters relating to emergency management authority and responsibility.

Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.

Report to the ECC any damage of department occupied facilities, equipment, or resources.

Provide a representative to the Emergency Coordination Center when required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Presiding Judge, District Courts, shall:

Provide for continuity of Court operations.

Continue to operate the County courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.

Perform coordination with other Divisions, King County Probation Division, Community and Human Services, Prosecuting Attorney, and Adult and Juvenile Detention to insure efficient trial operations.

Report to the ECC any damage of department occupied facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Presiding Judge, Superior Court shall:

Provide for continuity of Court operations.

Continue to operate Superior courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.

Perform proper coordination with other Divisions, Judicial Administration, Community and Human Services, Prosecuting Attorney, and Adult and Juvenile Detention to insure efficient trial operations.

Report to the ECC any damage of department occupied facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Office of Budget shall:

Provide assistance in the preparation of County government emergency operating reports by providing budgetary, fiscal and program development analysis and data relevant to emergency operations and management provided by County government.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Office of Regional Policy & Planning shall:

Provide direction to County growth management and regional economic development plans as required by the effects of disasters on King County, and Washington State.

Assist the Policy Group in the ECC with developing mitigation, response, and recovery policies that integrate and support the Growth Management Act, and the County Comprehensive Plan.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return office activities to normal levels unless involved with recovery activities.

Manager, Office of Cultural Resources shall:

Coordinate the rehabilitation and restoration of damaged or destroyed King County Public Art Collection.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return office activities to normal levels unless involved with recovery activities.

County Administrative Officer (CAO), Department of Executive Services (DES), shall:

Function as Director of King County Emergency Management in accordance with RCW 38.52.

Provide emergency management functions in accordance with RCW 38.52.

Direct the use of the King County Emergency Coordination Center.

Provide personnel, equipment, and resources to adequately support the Office of Emergency Management, and ensure the efficient support of the King County Emergency Coordination Center.

Provide assistance in emergency budgetary and financial management.

Provide assistance in analyzing emergency planning on issues affecting county emergency management.

Administer the county's economic stabilization program.

Provide for internal cash and system financial auditing of county departments and offices, as required to maintain the continuous provision of emergency management functions.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC), as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Perform major administrative decisions necessary for the continuity of county government.

Manager, Office of Emergency Management shall:

Establish and manage the Emergency Coordination Center (ECC).

Advise and assist county officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.

Act as coordinating agent and prepare requests for emergency resources to Washington State Emergency Management or Federal agencies.

Provide advice and assistance for the preparation and dissemination of emergency information.

Collect emergency operations information, analyze data, and prepare operational reports.

Coordinate with the Information & Telecommunications Services Division to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of county government.

Maintain, operate, coordinate and recommend the appropriate use of the Emergency Alert System (EAS) as it pertains to King County.

Advise executive heads of political subdivisions within the county on direction and control of their emergency operations, and coordination with county operations and plans.

Act as Applicant Agent for King County Government in the recovery process following a Presidential declared disaster. Advise county officials on emergency administrative and recovery procedures and requirements.

Develop, and coordinate the preparation and use of emergency plans necessary to county government's accomplishing essential emergency management phases of mitigation, preparedness, response and recovery.

Advise and assist county officials in obtaining and using military support to civil authority.

Continue to meet contractual obligations specified in contracts with King County PSAPs (Public Safety Answering Points).

Coordinate between telephone companies and the PSAPs to assure high quality and continuous operation of the E-911 system, and the timely restoration of E-911 services in the event of service disruptions.

Manager, Human Resources Management Division shall:

Provide for the recruitment, allocation, and general management of labor forces required during emergency operations, to include managing the staffing requirements of the ECC.

Provide for the identification, recruitment, and allocation of King County employees for emergency operations in coordination with directors of King County departments.

Plan for, and develop procedures to call back into King County service, selected King County retired employees, current employees on vacation or days off, under the provision of King County Code 12.52.

Plan for and develop procedures to manage emergent volunteers as part of the ECC Logistics Section.

Report to the ECC any damage of department occupied facilities, equipment, or resources.

Establish liaison, and coordinate with Washington State Department of Employment Security, cities and other public entities within King County in order to determine and allocate personnel resources

Provide personnel to staff telephone lines in order to recruit and develop databases on citizen and private sector volunteers.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery

Risk Manager, Office of Risk Management shall:

Provide risk management services as soon as is feasible, focusing on King County response and recovery issues.

Ensure that adequate insurance is carried on all County assets as is practicable.

Provide representatives to the Emergency Coordination Center as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return office, division and/or department activities to normal levels unless involved with recovery

Manager, Information & Telecommunications Services Division shall:

Provide telephone services to county departments and offices for emergency operations.

Provide County computer resources to support emergency operations for all County departments and offices.

Provide a duplicating, printing, copying, and graphic and audio-visual services for County departments and offices conducting emergency operations.

Provide and maintain all King County Government radio systems (except the Transit Radio System) to support countywide emergency operations activities.

Provide representatives to the Emergency Coordination Center as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return office, division and/or department activities to normal levels unless involved with recovery

Manager, Records, Elections, & Licensing Services Division shall:

Establish and make available to County agencies, services for the protection of Vital Records. Consult with agencies regarding the management of Vital Records.

Provide agencies with guidelines for recovery of records after an emergency. Assist agencies in the recovery of damaged records after an emergency when feasible.

Provide resources for elections as soon as is feasible.

Provide selected personnel and vehicles for courier and messenger service to the ECC, as required.

Provide animal control services and shelters within the extent of department resources.

Provide selected vehicles, radios and personnel to assist the ECC with damage assessment.

Provide a database of captured animals held in King County animal shelters to the JIC.

Assist the American Red Cross and King County Parks & Recreation Division in the establishment of shelters by identifying and coordinating pet control areas.

Provide licensing services as soon as is practicable, following the disaster event.

Provide interdepartmental mail service as soon as is practicable.

Provide personnel to record and protect all documents (incident reports, logs, etc.), relevant to the disaster event.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Manager, Finance and Business Operations Division shall:

Provide assistance in emergency financial management.

Provide assistance in the preparation of County government emergency financial reports.

Provide for the receipt, disbursement and accounting of federal and other funds provided to County government for emergency welfare services.

Provide emergency procedures for purchasing of equipment and supplies needed by all King County Departments and other outside governmental agencies required to provide county government emergency services.

Plan for and develop procedures to manage disaster procurement operations and staging areas as part of the ECC Logistics Section.

Appoint a trust officer for unclaimed funds from estates.

Provide representatives to the Emergency Coordination Center as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return office, division and/or department activities to normal levels unless involved with recovery

Manager, Facilities Management Division shall:

Ensure to the maximum extent possible, that County facilities are not established in dangerous locations (flood plains, steep slopes, areas of liquefaction, near hazardous materials sites).

Ensure that all County facilities adhere to all appropriate fire and building codes.

Provide personnel, equipment, and facilities as required to support County emergency management operations. Resources provided include, facility acquisition for alternate Emergency Coordination Centers (ECCs), and equipment, supplies and skilled workers to perform construction, and maintenance tasks at County facilities.

Provide leased property for County emergency management operations as required.

Provide facilities management personnel to the ECC in damage assessment of County facilities.

Provide security guards to King County facilities as required.

Coordinate the rehabilitation and restoration of damaged or destroyed county facilities.

Provide representatives to the Emergency Coordination Center as required.

Support response and recovery activities as required.

Return division and activities to normal levels unless involved with recovery

Provide identification of historic structures and archaeological sites in King County.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Director, Seattle-King County Department of Public Health, shall:

Coordinate and provide emergency health services, including communicable disease control; immunizations; quarantine procedures. Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.

Provide staff and resources as the lead agency in King County for Bio-Terrorism planning, response, recovery and mitigation.

Coordinate and provide environmental health services, including inspections for water and food contamination; vector control; inspections of temporary emergency housing and schools for proper sanitation; and disposal of disaster related solid waste.

Assist emergency medical service providers (fire department, paramedic providers and private ambulance companies) with logistic coordination of:

Basic and advanced life support services.

Emergency resources (supplies and equipment) to hospitals and medical facilities.

Coordinate and provide mortuary services, including investigating causes of sudden unexpected, non- natural deaths; handling mass deaths and burials; and body identification and disposition.

Assist in the coordination of public information on identification and confirmation of deceased disaster victims.

Coordinate and contract for provision of Critical Incident Stress Management services for emergency services workers after emergency operations, as resources allow.

Conduct public information and education programs on emergency health treatment, prevention and control programs.

Maintain vital records, including collection and recording of environmental health, public health and death data and information for required operational reports.

Report to the King County ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Sheriff, King County Sheriff's Office (KCSO) , shall:

Coordinate crime prevention and detection programs and the apprehension of criminals.

Provide efficient service to the public through crowd and traffic control, emergency aid and safety programs.

Prevent and control civil disorder.

Provide security to the King County ECC, shelters, food and water distribution staging areas, and transportation, as needed.

Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.

Provide for the self-protection monitoring and the reporting of environmental and other type hazards, including radiological and unexploded ordinance(bombs), by department field forces.

Conduct a public information program on public safety to include, but not limited to, traffic and crowd control, and safety and crime prevention.

Provide for the use of available personnel and equipment to support emergency communications requirements.

Direct and control the use of available resources required to conduct search and rescue operations.

Provide a search and rescue van for use as a mobile ECC, when needed.

Provide helicopter, marine, search and rescue, and precinct assets for the ECC in order to conduct Rapid Impact Assessment (RIA), immediately following a disaster event (see ESF-23).

Report damage to county facilities, equipment, or personnel to the ECC.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Natural Resources and Parks, shall:

Maintain and operate a flood warning system for all river systems that flood in King County.

Direct and control flood-fighting resources provided by the County.

Provide flood protection through emergency channel improvements, emergency bank stabilization and other flood mitigation, protection and prevention projects.

Report to the ECC any damage of waterways, department facilities, equipment, resources, or property.

Coordinate and provide for the assessment of damage to King County wastewater treatment facilities and conveyances.

Coordinate the restoration of essential wastewater services by prioritizing facility restoration efforts and allocation of divisional resources.

Assist with the disposal of residential and commercial solid waste by providing emergency operations of transfer stations and disposal sites.

Determine status and availability of department equipment and personnel.

Provide heavy equipment and personnel for emergency operations, as needed.

Provide County property for emergency operations.

Assist in providing for the care and welfare of people displaced from their homes. Make available county park facilities, equipment, and personnel for providing emergency shelter and feeding needs in coordination with the American Red Cross.

Develop and manage the ECC's Food and Water Planning Group, to include providing personnel and resources to lead the planning and coordination, and distribution of food and water resources through the same system that provides shelters.

Provide personnel to conduct on-site inspections of parks property and facilities to determine damage and safety.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Assist in monitoring and reporting environmental hazards.

Provide personnel and equipment available to support the emergency operations of other county departments and agencies consistent with capability.

Provide for self-protective monitoring and the reporting of environmental and other hazards, by department field forces.

Provide GIS support to the Emergency Coordination Center as needed during activations.

Provide assistance in preparation and dissemination of emergency public information.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Transportation, shall:

Coordinate and provide emergency bus and vehicle transportation support and services for King County and other jurisdictions.

Provide a functional airport and support facilities to assist County emergency management operations in planning for, responding to, and recovering from a disaster.

Coordinate emergency transportation services with other private and public transportation providers for the movement of people, equipment, and supplies.

Provide personnel and resources to plan for, coordinate, and distribute food and water resources through the same system that provides shelters.

Assist other first responders (fire, police, emergency medical services, public works) by assisting with barricades and other traffic related activities.

Provide Rapid Impact Assessment (RIA) information to the ECC (see ESF-23).

Report to the ECC any damage of roads, bridges, department facilities, equipment, or resources.

Coordinate and provide for the maintenance, repair, construction or restoration of damaged or destroyed County roads, bridges, and transportation facilities.

Assist in the planning, upgrading and construction of emergency public shelters by providing personnel, equipment, and engineering support.

Provide and coordinate a public information program on the Department of Transportation's emergency services.

Direct, control, and manage sandbag resources for King County government.

Provide facilities, personnel, vehicles, heavy equipment and supplies, to assist King County in disaster planning, emergency operations, response and recovery.

Restore transit services to normal levels as soon as possible following the emergency or disaster.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Development and Environmental Services shall:

Coordinate with King County Facilities Management Division, other County departments, and local jurisdictions to provide inspection of County facilities within cities.

Provide personnel to conduct on site inspections of structures within unincorporated King County, to determine if buildings are safe for use or if entry should be restricted or prohibited.

Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period.

Assist in collecting information and compiling data for operational reports necessary for emergency operations.

Provide personnel and equipment to support emergency operations, as needed.

Provide assistance in preparation and dissemination of emergency information.

Assist in fire prevention planning and coordination.

Assist in monitoring and reporting environmental and other hazards.

Coordinate the abatement of dangerous buildings and structures in unincorporated King County.

Assist in planning, permitting, and design of public shelters by providing engineering and architectural support.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the ECC as required, including Fire Marshal staff as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Judicial Administration, shall:

Provide staffing to support the recording of superior court proceedings.

Maintain official court files, records, and indexes necessary to the administration of the court system.

Coordinate with Superior Court, Department of Adult and Juvenile Detention, the Prosecuting Attorney and the Office of Public Defense to insure an efficient operation of the Superior Court.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary for emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Adult and Juvenile Detention, shall:

Provide for the emergency shelter and/or congregate care of adult persons institutionalized in King County Adult and Juvenile Detention facilities.

Provide assessment, treatment, and supervision of youthful offenders and facilitate the access of dependent children in conflict, to the judicial process.

Provide emergency jail operations as required.

When the needs of the detainees have been met, provide assistance such as food service to the ECC.

Coordinate with Department of Community Services, Judges of State and County Courts, Judicial Administration, the Prosecuting Attorney, and other King County organizations as needed, to insure an efficient operation of the Superior Court.

Coordinate with Department of Community Services, Judges of Municipal Courts, the local City Attorneys, Judicial Administration, the Prosecuting Attorney, and other King County organizations as needed, to insure an efficient operation of the District Court.

Provide housing for institutionalized youth should Department of Adult and Juvenile Detention facilities become inoperable, or unable to sustain operations.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the Emergency Coordination Center as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary for emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Director, Department of Community and Human Services, shall:

Coordinate Public defense services.

Mental health crisis response and involuntary detention services and outpatient mental health services for persons who suffer from reactions to the disaster.

Coordinate with judges of County Courts, Adult and Juvenile Detention, Prosecuting Attorney, and Judicial Administration to insure an efficient operation of the courts.

Assist with the coordination and provision of disaster mental health, counseling, as necessary to help persons suffering from reactions to the disaster.

Report to the ECC any damage of department facilities, equipment, or resources.

Provide representatives to the ECC as required.

Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Other Agencies/Organizations

King County does not have any direct authority over supporting agencies like the American Red Cross, Salvation Army, WAVOAD, King County Fire Chiefs Association, etc. The responsibilities listed above for County departments are recommended for other supporting agencies.

The following is an example list of agencies which may be called upon to assist county government in providing disaster assistance. Additional specific agencies and associations should be listed in appendices to the Emergency Support Functions (ESFs), or in individual Department operating procedures or resource lists.

NOTE: This is not meant as an all-inclusive list, but only a sample.

Agency	Disaster Services Provided
American Red Cross	Congregate care, shelters, crisis counseling, Critical Incident Stress Management (CISM) for disaster survivors, mass feeding, shelters.
Salvation Army	Mass feeding, shelters
Washington Volunteers Active in Disasters (WAVOAD)	Mass feeding, shelter, home repair
WA. Funeral Dirs. Assoc.	Mortuary support

K. C. Labor Council

Services Trades Support

K.C. Fire Chiefs Assoc.

Fire Services Support

The King County Emergency Management Plan and its supporting Emergency Support Functions dated January, 2002, is adopted as the official plan for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of county government departments and offices.

Approved:

The Honorable Ron Sims,
County Executive

Date

Paul Tanaka
County Administrative Officer
Director of Emergency Management

Date